



Montgomery County Maryland
Department of Permitting Services

(240) 777-6278 Fax (240) 777-6262

<http://permittingservices.montgomerycountymd.gov>

Hours of Operation 7:30 a.m. – 4:00 p.m.

255 Rockville Pike, 2nd Floor
Rockville, Maryland 20850-4153



MECHANICAL PERMIT PROCESS

WHEN DO I NEED A MECHANICAL PERMIT?

A mechanical permit is required to erect, install, enlarge, alter, repair, remove, convert or replace a mechanical heating, ventilating and air-conditioning system, the installation of which is regulated by the International Mechanical Code (IMC), International Fuel-Gas Code (IFGC) or the International Residential Code (IRC), as appropriate.

Permits shall not be required for the following:

1. Portable heating appliances;
2. Portable ventilation appliances and equipment;
3. Portable cooling units;
4. Steam, hot water or chilled water piping within any heating or cooling equipment or appliances regulated by this code;
5. The replacement of any minor part that does not alter the approval of equipment or an appliance or make such equipment or appliance unsafe;
6. Portable evaporative coolers; and
7. Self-contained refrigeration systems that contain 10 pounds (4.5 kg) or less of refrigerant, or that are actuated by motors of one (1) horsepower (0.75 kW) or less.
8. Replacement of natural gas-fired furnaces and boilers in attached and detached one and two family dwellings when there is a WSSC permit.
9. Finishing single-family detached and attached basements when the work is limited to ductwork and exhaust fans.
10. Replacement of components within a unit such as compressors and burners.

Exemption from the permit requirements of this code shall not be deemed to grant authorization for work to be done in violation of the provisions of this code or other laws or ordinances of this jurisdiction.

WHO CAN OBTAIN A MECHANICAL PERMIT?

The following individuals and/or entities may apply and obtain a mechanical permit:

(1) An individual licensed by the Maryland State Board of Heating, Ventilation, Air-Conditioning, and Refrigeration Contractors subject to the following limitations:

- (i) Contractor with *Limited license* issued by the Board may exclusively maintain or repair one or more of the following: heating systems, cooling systems, refrigeration systems, ventilation systems, or hydronic systems.
- (ii) Contractor with a *Master license* may provide heating, ventilation, air-conditioning, or refrigeration services.
- (iii) Contractor with a *Master restricted license* may provide services in only one of the following areas:
 - a) heating - forced air systems;
 - b) heating - hydronic systems;
 - c) ventilation;
 - d) air-conditioning; or

e) refrigeration.

(2) An individual owner of a single-family dwelling while that owner is practicing heating, ventilation, air-conditioning, or refrigeration services on or within a building or structure owned by the individual.

(3) An individual who is building a single-family dwelling in which that individual will reside while practicing heating, ventilation, air-conditioning, or refrigeration services on or within that dwelling.

(4) An employee of a public utility company regulated by the Public Service Commission, when engaged in:

- (i) the development, construction, maintenance, or repair of electric or gas facilities located in the State;
or
- (ii) the construction, maintenance, or repair of electric or gas appliances in the service area of the public utility.

(5) Subject to § 9A-403(a) of the Annotated Code of Maryland, an employee of the United States government, the State government, a local government, or an independent agency while that employee is practicing heating, ventilation, air-conditioning, or refrigeration services on or within buildings or structures owned or solely occupied by the United States government, the State government, a local government, or an independent agency.

(6) An individual employed in the installation, maintenance, alteration, repair, or replacement of self-contained appliances requiring not more than 225 volts or 25 amperes of electrical current.

(7) An individual possessing a master electrician's license issued by the State or any county, when engaged in the installation, alteration, service, repair, or replacement of individually controlled electric resistance heat.

(8) An individual possessing a master plumber's license issued by the State, Baltimore County, or the Washington Suburban Sanitary Commission when providing heating, ventilation, air-conditioning, or refrigeration services on hydronic heating systems.

(9) An individual possessing a license to practice engineering when providing heating, ventilation, air-conditioning, or refrigeration services in connection with the practice of engineering.

(10) An individual who installs, alters, remodels, maintains, or repairs oil burners exclusively while employed by a supplier of home heating fuel.

(11) An individual regularly employed by the owner of property, or the owner's agent, to engage in maintenance and repair work.

INSURANCE REQUIREMENTS:

A holder of a master, master restricted, or limited heating, ventilation, air-conditioning, and refrigeration license may not contract to provide services on behalf of the licensee, or another person who provides heating, ventilation, air-conditioning, or refrigeration services, unless the work of the licensee, including completed operations, is covered by:

- (1) general liability insurance in the amount of at least \$300,000; and
- (2) property damage insurance in the amount of at least \$100,000.

DO I NEED PLANS?

At this point, plans are not required for detached and attached one-and two-family dwellings. Plans for multi-family buildings and commercial buildings must be prepared by a registered professional engineer licensed in the State of Maryland and shall be submitted at the time of the building permit application.

WHAT IS THE APPLICATION PROCESS?

Anyone mentioned in the previous section “Who Can Obtain a Mechanical Permit?” may apply in person or by mail.

The application(s) will be checked for the following:

- Completeness
- Valid and current business and master’s license numbers
- Up-to-date insurance certificate
- Outstanding Notices of Violation for the premise (outstanding fines will be collected with the permit fee)
- Building permit (if required for the work being done), issued prior to the mechanical permit application
- Separate applications for NEW and REPLACEMENT equipment
- Signature of HVAC master

If all conditions are met:

- Fess are calculated and collected
- A receipt is issued
- A permit number is assigned
- The permit is issued while the customer waits

HOW LONG WILL THE PROCESS TAKE?

Walk-in transactions usually take no more than 30 minutes per applicant once seen by a permit technician. Mail-in applications are usually processed within three work days.

HOW MUCH DOES A PERMIT COST?

Permit fees are assessed in accordance with Executive Regulations, which have been adopted by law as follows:

Minimum Fee

The total minimum fee is \$63.80 (which includes a base fee of \$58.00 PLUS a 10% Automation Enhancement fee of \$5.80) for one and two family dwellings, townhouses, and related accessory buildings or structures. The total minimum fee is \$102.30 (which includes a base fee of \$93.00 PLUS a 10% Automation Enhancement fee of \$9.30) for all others, including apartment buildings, commercial and industrial buildings. All fees required by the provisions of Chapter 8, "Buildings" of the Montgomery County Code, or the minimum fee whichever is greater, must be paid before any permit is released and construction is started. The permit fee must accompany each application for new construction, alterations, additions, and repair. All fees for permit must be paid in full at time of permit application. Failure to pay the required fee is cause for a stop-work order to be placed on the mechanical permit. Separate applications are required for each separate building and address.

Mechanical Construction

Except for one-and two family detached and attached dwellings, the base mechanical fee shall be 1.42% of the cost difference between the contract value and the value of listed equipment. This fee is in addition to the equipment fee listed in this Section. The following fee schedule applies to each piece of equipment. The capacity is not additive.

New Equipment, Replacement and Repair		<u>Base</u>	<u>10% Fee</u>	<u>Total</u>
Heating Equipment:	Each 100 MBH or fraction	\$21.00	\$2.10	\$23.10
Cooling Equipment:	Each 5 ton capacity or fraction	\$21.00	\$2.10	\$23.10
Fuel Tanks	Each 500 water gallons	\$47.00	\$4.70	\$51.70
Expansion Tanks	Each 50 water gallons	\$47.00	\$4.70	\$51.70
Pre-fab Fire place	Each fire box	\$23.00	\$2.30	\$25.30
Pre-fab Chimney	Each chimney	\$12.00	\$1.20	\$13.20

Other Fees

Re-inspection fee	\$35.00	\$3.50	\$38.50
Work without permit	\$87.00	\$8.70	\$95.70
Consultation inspection (per hour or fraction)	\$120.00	\$12.00	\$132.00

A 10% Automation Enhancement Fee has been added to the above fees.

DO I NEED A SEPARATE ELECTRICAL PERMIT?

An electrical permit for mechanical equipment and appliance installation is required when new high voltage branch circuit conductors or feeder circuit conductors are installed. An electrical permit is not required to hook-up appliances to existing conductors and to add/replace disconnect switches.

Electrical permits will not be required for low voltage control wiring except when such circuits penetrate fire-rated assemblies, or are installed in an air plenums; provided the voltage does not exceed 30 volts.

WHAT KIND OF INSPECTIONS ARE REQUIRED & HOW DO I SCHEDULE THEM?

Normally, two inspections are required, a close-in and a final inspection. You may call (240) 777-6210 to schedule or cancel a mechanical inspection. You may also schedule and cancel inspections on our web site.

Generally, if you call before 12:00 pm on any given day, we will conduct the inspection on the next business day.

Inspection codes for mechanical inspections are as follows:

- Residential Close-in 008
- Residential Final 251
- Commercial close-in 608
- Commercial Final 651